Changes to Aber People

Following the recent upgrade – the appearance of Aber People has changed. Here are brief notes of how the changes will affect you.

DATA PROTECTION & CONFIDENTIALITY

AberPeople contains detailed position information and it is important that you use it responsibly to ensure that the security of this information is maintained at all time.

Therefore, when you have finished using AberPeople please always ensure that you logout:-

- By clicking on your employee number on the top right hand corner of the AberPeople page
- Click on the Logout button as shown below



Click on your number and this will show the following drop down menu



Your Tasks

Your Tasks is a function that notifies you of any workflow tasks and alerts that need to be carried out. Such notifications include Absence Approval, Expenses approvals, Complete Requisitions (* role specific) and will appear at the top right of the screen with a number of tasks



Click on this and it will open the tasks that need approval.

Your Employment

The Your Employment function allows staff to check their employment details, record annual leave and update information. This can be accessed by clicking on the **Your Employment – Your personnel infomation** menu button.



Menu

| | Your employment |
|---------------------|-----------------------------------|
| Your employment | Your personnel information |
| | Your employees |
| Forms | Timesheets - standard |
| | Itimesheets - time and attendance |
| Time and expenses | Absences |
| | Travel expenses enquiry |
| Personnel | Requisitions - standard |
| | Requisitions - product explorer |
| Procurement | X Course catalogue |
| Project management | Evaluation form |
| Troject management | 🔍 Payslip |
| Customers and sales | Q Payment simulation |
| | Q Your purchases |

Opening your payslips

From the Menu tab, select Your personnel information which should open the following screen. In the top right hand corner, there is a paper clip – click on this: -

| = | Yourp | ersonnel information $	imes$ | | | | | | | | | | | | | |
|----|-------------|------------------------------|-----------|---------------------|------------|-----------|-----------------|----------------|------|--------------------|-----------|-----------|-----------|--------------------|---|
| | | | | | | | | | | | | | | <mark>/ ଡ</mark> ି | 2 |
| Re | esource | Contact information | Relations | Payment information | Employment | Personnel | Action overview | My Preferences | HESA | Right to Work & Ch | ecks P | Probation | Diversity | Leaver Details | F |
| | | | | | | | | | | | | | | | |
| | Resource | 9 | | | | | | | | | | | | | |
| | Lookup | | | | | | | | | Pasauras turas | Contracte | ed | | | |
| | 100810 | | | | | | | | | Resource type | Contracto | | | | |
| | Sian Mereri | d Jones | - | | | | | | | | | | | | |
| | Resource | D | | Resource name | | | | | | | | | | | |
| | 100810 | | 8 | Sian Mererid Jones | | | | | | | | | | | |

From the paper clip, the following screen should open: -



To open any of these documents, double click on the payslip in question, and it should open the following: -

| Documents 🕐 | | Change view 📕 🧮 🔢 | Filter by document type | Actions |
|-------------------------|-----------------------|-------------------------------------|-------------------------|---------|
| | Ή | TALIADAU PAYMENTS | 31/12/2014 | |
| Cyflogwr / Employer: | Gweithiwr / Employee: | | | |
| Aberustwyth Liniversity | | Rhif Staff / Staff Number: | | |
| Old College | | Cyfnod / Period: | 9 | |
| King Street | | Cod Treth / Tax Code: | 1054L | |
| Aberystwyth | | Rhif Yswiriant Gwladol / NI Number: | | |
| Ceredigion SY23 2BH | Ceredigion | Categori YG / NI Category: | D | |

You should be able to tab across and see all of your previous payslips. You can print or save your payslip from this page.

To view your Electronic Payslips and other documents, make sure that "Pop-ups are enabled"

NB: If 'pop ups' are disabled, you will notice an icon in the top right of your browser

| eas | 🗀 Word T | ips 🧰 HESA 📋 |) Abery | stwyth Univers 🗀 Outle | Pop-up blocked | R bookmark |
|-------------|---------------------|-----------------|-------------|--|-----------------|------------|
| : PDs on | Add to shortcuts | Your shortcuts+ | (i) Help | Home Cons and navigation keys UNIT4Ideas | Agress | 96 |
| Per | rsonnel A | ction overview | IESA | Probation Diversity Pe | formance Record | |

Click on the Icon, then select 'Always allow pop-ups from abw.aber.ac.uk' Press <Done>

| | And in case of the local division of the loc | 100 | (C) - | * |
|-----------------------------|--|------------|---------|--------|
| | | R | 90 | - |
| ople Idem | The following pop-ups were blocked on this page: D https://ebw.abec.ac.uk/Agresso/Conteneer7484eb42a404cs04413bd8ohowtoo | than, take | n bookn | narika |
| 'pariodic Pi fatribution | Always allow pop-ups from abwaber.ac.uk Continue blocking pop-ups. | | 0.0 | ų. |
| ment F | Managa pop-up blocking | Done | | |
| | Resource type Constructed | | | |

Changes to personnel records

You can make other changes to your personnel records as in the previous guidance provided but please remember to save any such changes using the buttons at the bottom of the screen

| Save | Clear New | Сору | Export | Balance | Payment dispatch | Rate | s | Fixed/periodic PDs | Cost distribution |
|------|-----------|------|--------|---------|------------------|------|---|--------------------|-------------------|
| | | | | | | | | | |

Contact Information – The Contact information holds important information about you that needs to be maintained. In particular, Home Addresses, Doctors Address, Next of Kin, Emergency and Beneficiary information.

| E Pay | slip 🗙 Your p | rsonnel information | × | | | | | | | | | |
|----------|---------------|---------------------|-------------------------|-------------------------------|-----------|-----------------|----------------|-------------|------------------------|-----------|-----------|----------|
| | | | | | | | | | | | | l |
| Resource | Contact info | mation Relations | Payment information | Employment | Personnel | Action overview | My Preferences | HESA | Right to Work & Checks | Probation | Diversity | Leaver D |
| Resou | rce | | | | | | | | | | | |
| Lookup | • | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Addres | 55 | | | | | | | | | | | |
| | Add | ess type | | Street | address | | | Post | Code | 1 | Fown | |
| Ge | eneral | | Finance Department, Old | ance Department, Old College, | | | | Aberystwyth | | | | |

Payment Information Tabs

These screens show details of how you are paid and your Bank Account Number and Sort Code. You can change these details. Any changes are recorded into an audit log.

| Save Clear Documents New Copy Add to shortcuts Help UNIT4Ideas | Agresso Business World |
|---|---------------------------|
| Resource Contact information Payment information Payroll Employment HESA Probation Diversity Performance Rule Lookup Payroll Payroll Payroll Payroll Payroll Payroll Payroll Probation Diversity Performance Rule Payroll Payroll | ecord |

To book Annual Leave

Employee you can use AberPeople to request leave or record absence, but it can also be used by Line Managers to record absence for their employees. A list is provided on page 7 and 8.

Requests for time off work fall into two categories.

Ones that **request approval** from your Line Manager, such as annual leave, go through a work-flow process to your Line Manager, who then approves – or declines - the request. You cannot take this time off until you have approval.

The other type of time off work is when you are simply informing your Line Manager, such as Antenatal appointments. Again this is 'work-flowed' to your Line Manager, but just to inform rather than to approve the time off work.

Under Menu and Your Employment, you should have an option to select absences: -

| | Your employment |
|---------------------|----------------------------------|
| Your employment | * Your personnel information |
| | X Your employees |
| Forms | Timesheets - standard |
| | Timesheets - time and attendance |
| Time and expenses | Absences |
| | Travel expenses enquiry |
| Personnel | Requisitions - standard |
| _ | Requisitions - product explorer |
| Procurement | X Course catalogue |
| Project management | Evaluation form |
| rojectmanagement | Q Payslip |
| Customers and sales | Q Payment simulation |
| | Q Your purchases |
| Diappor | |

From clicking on Absence, you should see the following screen. To open the balances on click on the highlighted double arrow: -

| Balances | | | |
|-----------------------|----------|----------------|--------|
| Balance | Proposed | Confirmed | Total |
| Annual Leave | 0.00 | 197.10 | 197.10 |
| Current Entitlement | 0.00 | 197.10 | 197.10 |
| Overall Entitlement | 0.00 | <u>197.1</u> 0 | 197.10 |
| Taken/Booked | 0.00 | 14.00 | 14.00 |
| Remaining Entitlement | 0.00 | 183.10 | 183.10 |
| Refresh | | | |

If you are concerned that your Annual Leave balance is not calculated correctly, you should contact HR.

In order to book leave, you will need the bottom half of this page, which shows: -

| Abs | bsences | | | | | | | | | | | |
|-----|----------------|-------------|--------------|----------|-----------|---------|------|-----------|---------|-------|---------|--------|
| | Workflow state | Resource ID | Absence code | Position | Date from | Date to | Open | Time from | Time to | Hours | Percent | Status |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Add | Delete Draft | Ready | | | | | | | | | | |

To add an absence, click on the 'Add' button.

Add This is what you will see: -

| Ĩ | Absence entry | | | | | | ١ |
|---|---------------------------------|--|---|--------------------|---------------|--------|---|
| | Resource ID | * Absence code ALEAVE Annual Leave | | * Status Active | | | |
| | Position * Date from Date from | Date to | | Time from | Time to | | 6 |
| | 1/28/2015 | 1/28/2015 | 3 | 9.00AM | | 5:30PM | |
| | Percent 100.00 | Days | 1 | Hours 7.50 | Planned hours | 7.50 | |
| | Free field 1 0.50 | | | | | | |
| 5 | | | | | | | Į |

and in the Absence entry below, you should be able to enter ALEAVE for annual leave.

When you select the date, it will automatically default to a full day – 7.5 hours if Monday to Thursday – then 6.5 hours if a Friday is booked. You can change this to hours as long as you complete the Time From – Time To buttons. If you do not fill these in, it will automatically default to a full day.

Don't forget to Save your request before leaving the screen



You should see the following at the top left side of the screen.

Successfully saved. The item is now sent for approval.

 Workflow in progress
 Sian Mererid I
 ALEAVE
 Assistant

 To see the previous absence booked, click on OPEN:

| Save | Clear | Open | Export | |
|------|-------|------|--------|--|

| Open previous absences | |
|--------------------------------|--|
| | |
| ☆ Search criteria | |
| Resource Absence code Position | Active Parked Transferred Partly transferred |
| Containing date Workflow state | Reversed Reversed transferred |

Load

Click on the Load button, and you should see all of your previous holiday bookings

| Absenoldebau | | | | | | | | | | | | |
|--------------|---------------------------------|------------------------|-------------|------------------------------|---------------|-----------------|------|-----------|-----------|-------|--------|----------|
| | Cyflwr llif gwaith | ID adnodd | Cod absenol | Swydd | Dyddiad cych. | I'r dyddiad hwn | Agor | O'r amser | l'r amser | Oriau | Canran | Statws |
| | Llif gwaith ar waith | Stammarchars. | ALEAVE | Assistant Director of Financ | 10/24/2014 | 10/24/2014 | | 9:00AM | 4:30PM | 6.50 | 100.00 | Ar waith |
| | G'rffnwyd | Citerative Control St. | ALEAVE | Assistant Director of Financ | 1/9/2015 | 1/9/2015 | | 9:00AM | 4:30PM | 6.50 | 100.00 | Ar waith |
| | G'rffnwyd | SimMorerie | ALEAVE | Assistant Director of Financ | 12/18/2014 | 12/18/2014 | | 9:00AM | 5:30PM | 7.50 | 100.00 | Ar waith |
| | G'rffnwyd | - | ALEAVE | Assistant Director of Financ | 1/15/2015 | 1/15/2015 | | 9:00AM | 5:30PM | 7.50 | 100.00 | Ar waith |
| | Llif gwaith ar waith | | ALEAVE | Assistant Director of Financ | 1/31/2015 | 1/31/2015 | | 12:00AM | 12:00AM | 0.00 | 100.00 | Ar waith |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Σ | | | | | | | | | | 28.00 | | |
| Yc | Ychwanegu Dileu Drafft Yn barod | | | | | | | | | | | |

You will see the following in the top right side corner. If you want to Add this as your favourite task,

click on the

sign and it will always appear in your favourites.



The following table sets out links to the University policies in relation to each leave code.

| Code | Description | Link to the University policy |
|-------------|--------------------------------------|--|
| ADVERSE | Adverse Conditions | |
| ALEAVE | Annual Leave | In December / January staff members are encouraged to plan ahead and arrange dates with their line manager to take at least 3 weeks leave during the year ahead. |
| | | Staff members that have not done this will not be able to carry forwards more than 5 days leave into the following year. |
| | | Annual leave calculation for Part time staff http://www.aber.ac.uk/en/hr/policy-and-procedure/leave-part- time-staff/ |
| ANTENATAL | Antenatal Leave | http://www.aber.ac.uk/en/hr/policy-and-procedure/hospital/ |
| ΜΑΤΤΟΡΑΤ | Maternity Leave Passed to Partner | Maternity - <u>http://www.aber.ac.uk/en/hr/policy-and-</u> procedure/maternity/ |
| PARENTAL | Parental Leave | Paternity - <u>http://www.aber.ac.uk/en/hr/policy-and-</u> procedure/paternity/ |
| | | procedure/parental/ |
| | Emergency Time Off For | http://www.aber.ac.uk/en/br/policy-and- |
| DELENDANTS | Dependents | nrocedure/dependents/ |
| SICK | Sick | http://www.aber.ac.uk/en/hr/policy-and-procedure/sickness/ |
| Siek | Sick | http://www.aber.ac.uk/en/hr/policy-and-procedure/bosnital/ |
| | | Note that staff should make every effort to arrange visits to |
| | | doctors dentists or onticians etc. outside of normal working |
| | | hours. However where this is impractical time off will not be |
| | | unreasonably denied providing that the bours are made up over |
| | | a neriod agreed with the line manager |
| | | As long as it has been agreed that the time taken to visit doctors |
| | | dentists or onticians etc. will be made un this will not need to be |
| | | recorded as sick leave |
| INDINJURY | Iniury at Work | See links above. |
| COMPASSION | Compassionate Leave | http://www.aber.ac.uk/en/hr/policy-and- |
| | ··· F···· ·· ·· | procedure/compassionate/ |
| CONF | Conference Leave | |
| DISCRUNPAID | Discretionary Unpaid | http://www.aber.ac.uk/en/hr/policy-and-procedure/unpaid/ |
| EMERCALLOUT | Emergency Call Out | |
| FIELDWORK | Field Work Leave | |
| REDUNDANCY | Redundancy Preparation | |
| RESEARCH | Research Leave | |
| RESERVIST | Reservist Call Up | |
| SLWP | Study Leave With Pay | http://www.aber.ac.uk/en/hr/policy-and-procedure/time-to- |
| | | train/ |
| | | In the case of employees studying for an external qualification, |
| | | finance department staff members will be able to take the day of |
| | | the examination and one additional day as paid study leave per |
| | | examination. |
| SLWOP | Study Leave Without Pay | http://www.aber.ac.uk/en/hr/policy-and-procedure/time-to- |

| Code | Description | Link to the University policy |
|-----------|------------------------|--|
| | | train/ |
| | | |
| | | |
| SPECCON | Special Constable | http://www.aber.ac.uk/en/hr/policy-and-procedure/public- |
| TARMY | Territorial Army | duties/ |
| JURY | Jury Service | |
| PUBLIC | Public Duties | |
| TU | Trade Union Facilities | |
| | Time (Paid) | |
| TUA | Trade Union Activities | |
| | (Unpaid) | |
| | | |
| ASOSTRIKE | Action Short of Strike | http://www.aber.ac.uk/en/hr/employment-information/strike- |
| | | information/ |
| NWNSTRIKE | Not Working Normally | http://www.aber.ac.uk/en/hr/employment-information/strike- |
| | Due to Strike | information/ |
| STRIKE | On Strike | http://www.aber.ac.uk/en/hr/employment-information/strike- |
| | | information/ |